

## **NOTICE OF MEETING AND AGENDA**

August 21, 2019, 10:00 A.M.  
Indiana Archives and Records Administration  
Conference Room 12  
Indiana Government Center South – First Floor

### **MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS**

#### **I. CALL TO ORDER**

#### **II. DATE OF NEXT MEETING (September 18, 2019- 10:00 a.m. -Room 12)**

#### **III. APPROVAL OF MINUTES (July 24, 2019)**

#### **IV. DIRECTOR'S REPORT**

#### **V. NEW BUSINESS**

1. Discussion of proposed IOT policy re: deletion of terminated employees H-drive
2. Deactivation of Indiana Prosecuting Attorneys Council retention schedule
3. Deactivation of County Prosecutor retention schedule
4. Discussion of confidential records – medical records

#### **VI. RECORDS RETENTION AND DISPOSITION SCHEDULE(S) (Action Needed)**

1. Family and Social Service Administration, Early Childhood and Out-of-School Learning
2. Family and Social Service Administration, General Counsel
3. Family and Social Service Administration, Mental Health
4. Department of Health, Children With Special Health Care Needs

#### **VII. OLD BUSINESS**

1. Tammy Glickman – follow up on status of Re-adoption of rules under IC 4-22-2.5
2. Luke Britt – discussion of retention of subsequent revisions of prior versions of databases, registries and other types of records – Tabled to the next OCPR meeting due to Luke Britt being unable to attend

#### **VIII. MEETING ADJOURNMENT**